

MY EMPLOYEES QUICK REFERENCE

[Click for PRINTABLE VERSION](#)

Best printed Double-Sided

LEO Internet Address:

<https://leo.doa.louisiana.gov/>

Menu Path: **LEO > My Employees**

Who can access My Employees?

Any **Supervisor** defined in LaGov HCM that is not a Chief of an Organizational Unit in LaGov HCM.

What employees can a Supervisor access?

All employees that occupy positions directly linked to the Supervisor's position in LaGov HCM.

NOTE: Organizational Unit Chiefs who supervise employees in multiple personnel areas or employees that are associated with an org unit that does not report to the one they manage will see both a **My Staff** and a **My Employees** tab.




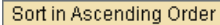
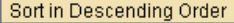








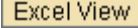
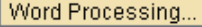

Reports run from the **My Employees** tab will output **ALL** employees/positions that report directly to them.

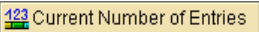
My Employees > Reporting

Reports you find under this tab contain 'real time' data and can be viewed and printed as required.

- [LS-Transcript-Period = ALL](#) – retrieves all training related information for an employee. A separate report will display for each employee.
- [LS-Transcript-Period = PES Perf Yr](#) – run date between 7/1 to 8/31 retrieves training completed during prior FY. A run date between 9/1 to 6/30 retrieves training completed during current FY. A separate report will display for each employee.
- [LS-Course Program Subscription](#) – retrieves employees with incomplete course programs and identifies which courses are completed and which courses are not completed within each course program.
- [PA-Birthday List](#) – retrieves birth date related information.
- [PA-Employee Bookings Report](#) – retrieves all course bookings, including participation requests and waitlist bookings. Report output lists bookings for web and instructor led training.
- [PA-Key Employee Dates](#) – retrieves critical date types and associated dates that impact Adjusted Service Date, Adjusted Leave Service Date, Next Merit Eligibility Date, or past due PPR.
- [PA-Last FY Performance Evaluation](#) – retrieves employee performance rating values for previous fiscal year only.
- [PA-Phone Number](#) – retrieves current telephone numbers only. Recommend periodically printing for use during disaster-related office closures.
- [PA-Quals All EEs](#) – retrieves active qualifications only. This report outputs training completion information and any certifications and licenses the employee holds that were entered in LaGov HCM.
- [PA-Quals Expired/Expiring](#) – retrieves qualifications that have or will expire within the next **90** days. Example: Does employee need to retake ORM's Defensive Driving course soon or have a License or Certification that is about to expire?
- [TM-Leave Information](#) – retrieves leave activity for the current pay period only. Check an employee's available leave balance for Annual, Sick, Comp leave or FMLA.
- [TM-Time Entry Audit](#) – retrieves time entered for the current pay period.
- [TM-Time Statement](#) – retrieves current and prior period information displayed in a timesheet format. Time entered in LEO will be displayed with to and from times and any comments. – Select the Period Current or Last and click **Execute**.
- [TM-LEO Workflow Audit](#) – retrieves leave and attendance entries created by employee in LEO for the current period.

- [TM-CATS Workflow Audit](#) – retrieves leave and attendance entries created by employee in CATS for the current period.

| <i>Manipulating Report Output</i> | |
|--|---|
|   | VIEW all data for selected line, including data currently hidden. |
|    | SORT - Select the column to be sorted and then click ascending or descending icon. |
|   | FILTER –Click to filter output based on values appearing in column selected. |
|   | Click to TOTAL selected column. |
|   | Click to SUBTOTAL on selected column. |
|  | Click to PRINT report. |
|     | EXPORT report output. Choose local file or Word Processing button if you want to export to something other than Excel. Otherwise choose Spreadsheet or Excel view. |

- To **hide a column**, right click on the column heading and select **Hide**.
- To **show a hidden column**, right click on the **report** and select **Show** from the drop down menu. Select the desired field to be displayed.
- To determine the **total number of results** in the report click  .

For more information on reports, take these web courses:

[LaGov Reporting - Basic](#)

[LaGov Reporting - Advanced](#)

Located on the My Training tab under Course Catalog.

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